



Adam Fidler Academy

PROGRAMME DATES: JANUARY – MAY 2018

8 Jan 2018	Fantastic Front Line for Receptionists	Manchester
11-12 Jan	Get Ahead as an Executive PA	Manchester
15 Jan	Building Resilience: Managing Emotions (NEW)	London
18-19 Jan	Get Ahead as an Executive PA	London
22 Jan	Mastering Minute Taking	Manchester
23 Jan or 5 Feb	The New Executive Assistant (NEW)	Manchester
29-30 Jan	Maximising Your Success as a New PA	Manchester
30 Jan	Executive Presence for PAs (NEW)	Manchester
1 Feb	The New Executive Assistant (NEW)	London
5-6 Feb	EA Diploma, IAM L3 and L4 – Induction (NEW)	Manchester
5 Feb or 23 Jan	The New Executive Assistant (NEW)	Manchester
8-9 Feb	The Strategic Executive Assistant	Manchester
14-15 Feb	Get Ahead as an Executive PA	Manchester
16 Feb	Fantastic Front Line for Receptionists	Manchester
26-27 Feb	The Strategic Executive Assistant	London
1-2 March	Maximising Your Success as a New PA	Manchester
6-7 March	Get Ahead as an Executive PA	London
9 March	Mastering Minute Taking	Manchester
22-23 March	The Strategic Executive Assistant	Manchester
26 March	Fantastic Front Line for Receptionists	Manchester
19-20 April	Get Ahead as an Executive PA	Manchester
24-25 April	The Strategic Executive Assistant	Manchester
3 May	Mastering Minute Taking	Manchester
10-11 May	The Strategic Executive Assistant	London
23-24 May	The Strategic Executive Assistant	Manchester

For student attendance dates for the [EA Diploma pathway](#) please enquire.

For course outlines and to book – see www.executiveassistant.org or email adam@adept.consulting

Updated: Dec 2017 (v2)